



Governor's Environmental Corps

Illinois Environmental Protection Agency · 1021 North Grand Ave East, Springfield, IL 62702

- WHO:** College Students (You must have completed your sophomore year prior to the start of the summer program and must be currently enrolled in full-time undergraduate/graduate program.)
- WHAT:** Governor's Environmental Corps
\$1645/month
- WHEN:** June 1-July 31, 2015 (9 weeks)
Monday-Friday, 8:30 a.m. to 5:00 p.m.
- WHERE:** Illinois Environmental Protection Agency
Springfield Headquarters & Regional Office Locations (page 6)
* (The majority of the positions are located in Springfield.)
- WHY:** To promote environmental awareness and environmental education and to provide a comprehensive knowledge of issues and careers in the environmental field.

PROGRAM SUMMARY

The Illinois Environmental Protection Agency (Illinois EPA) is sponsoring the 24th annual Governor's Environmental Corps (GEC) summer internship program, which will continue to be privately funded by Illinois corporations. We are searching for students with backgrounds in biological sciences, physical sciences, chemistry, engineering, business, communications, environmental education and law, who are looking for a unique and comprehensive summer internship experience.

During the course of the nine-week program approximately twenty (20) participants will work in specific areas of the Illinois EPA such as: Air, Land, Water Pollution Control, Public Water Supplies, Laboratories, Legal Counsel or outreach and assistance programs.

EXAMPLES OF PROGRAM POSITIONS AVAILABLE

Positions available include: field office sampling and inspections (air, land, and water pollution), laboratory analysis, waste water, drinking water, groundwater, air quality, solid or hazardous waste, remedial projects, legal counsel and outreach. Most of the positions offered are technical or scientific; no environmental policy positions are available at the intern level.

ADDITIONAL TRAINING

For students primarily in the Springfield area, there will be the opportunity for additional training and field trips. Examples include: tours of a landfill, a wastewater or drinking water treatment plant, and industrial facilities. Students in Illinois EPA's regional offices will spend the majority of their normal working hours in the field visiting many of these same types of facilities.

HOW TO APPLY

Complete and return the attached application packet, transcripts (unofficial are acceptable) and reference form by the due date listed below. Students who participated in previous Corps are not eligible. Please note: If you are not attending an Illinois college/university, you must have Illinois residency. **Applicants will be required to attend an interview with the selection committee.**

**APPLICATIONS, TRANSCRIPTS AND REFERENCE FORMS
MUST BE POSTMARKED BY MARCH 6, 2015.**



Governor's Environmental Corps

Illinois Environmental Protection Agency

INTRODUCTION

Thank you for your interest in the Governor's Environmental Corps internship. Applicants for this nine-week internship must meet the following criteria in order to apply:

- ▶ Attend a face-to-face interview in late March or early April if selected from the applicant pool. Interviews will be necessary to make it to the final round of consideration.
- ▶ Start work on Monday, June 1, 2015, and work the full nine weeks (with the exception of the July 4th holiday). Extended vacations should be scheduled before and after the dates of the internship.
- ▶ Be a permanent Illinois resident or attend a university/college in Illinois.
- ▶ Possess a valid driver's license.
- ▶ Provide transportation to and from work as well as off-site meeting locations.

Submitting the completed application certifies the applicant meets the above criteria.

APPLICATION FORM

SECTION 1 (Personal Information)

Name _____

Address (at school) _____

City, State, Zip _____

Phone Number (_____) _____

School address and phone number effective through this date _____

E-mail Address _____

Home Address
(if different from above) _____

City, State, Zip _____

Phone Number (_____) _____

Local/Hometown Newspaper _____

Birth date (Optional) _____

College Currently Attending _____

City, State, Zip _____



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

College Major _____

College Minor _____

Grade Point Average (and scale) _____

(entering in fall 2015)

Junior ☐ Senior ☐ Graduate Work ☐

Parent(s) or Spouse Name, Address(es), and Phone Number(s) _____

SECTION 2 (Educational Background)

HIGH SCHOOL NAME and YEAR OF GRADUATION— _____

--

List the computer software packages you are currently familiar with:



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

SECTION 2 (Educational Background—continued)

COLLEGE—In addition to completing the form below **please attach a copy of your latest transcript and list of courses you are currently taking.** *The transcript does not need to be official.*

LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY			INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS		DO NOT INCLUDE COURSES MORE THAN ONCE				
FIELDS OF STUDY	UNDERGRADUATE		GRADUATE		FIELDS OF STUDY	UNDERGRADUATE		GRADUATE	
LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS
Accounting					Humanities				
Actuarial Science					Human Services				
Afro-American Studies					Hydrology				
Agriculture					Industrial Arts				
Agronomy					Industrial Hygiene				
Animal Science					Insurance				
Architecture					Journalism				
Art					Law (specify)				
Atmospheric Science					Law Enforcement				
Audiovisual Instruction					Library Science				
Bacteriology					Limnology				
Biochemistry					Mgmt Info Systems				
Biology					Marketing				
Biostatistics					Mathematics				
Botany					Medical Records				
Business Admin/ Mgmt					Medical Technology				
Cell/Molecular Biology					Medicine				
Chemistry					Microbiology				
Computer Science					Nursing (specify)				
Conservation					Park Management				
Criminal Justice					Pastoral Counseling				
Criminology					Pharmacy				



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

SECTION 2 (Educational Background—continued)

COLLEGE—continued

LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY			INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS EARNED		DO NOT INCLUDE COURSES MORE THAN ONCE				
FIELDS OF STUDY	UNDERGRADUATE		GRADUATE		FIELDS OF STUDY	UNDERGRADUATE		GRADUATE	
LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS	# OF QTR HRS
Demography					Physics				
Dietetics, Nutrition					Political Science/Govt				
Divinity/Theology					Programming				
Early Childhood Development					Psychology				
Economics					Public Administration				
Education (specify)					Radio-Television				
Engineering (specify)					Recreation				
Engineering Technology					Rehab Counseling/Admin				
Environmental Science					Risk Assessment				
English					Secretarial Science				
Entomology					Social Work				
Environmental Health					Sociology				
Epidemiology					Soil Science				
Finance					Speech and Drama				
Fire Science					Statistics				
Fish Management					Therapy (specify)				
Food Service Mgmt					Toxicology				
Foreign Language (specify)					Urban Studies				
Forensic Science					Wildlife Management				
Forestry					Zoology				
Geography					Other:				
Geology									
Genetics									
Guidance & Counseling									
Health/Public Health									
History									
Home Economics									

Attach separate sheet of paper for additional coursework if necessary.



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

SECTION 3 (Area of Interest)

The Illinois EPA is headquartered in Springfield with regional offices throughout the state. Illinois EPA staff work in a variety of fields on environmental issues and challenges. We are looking for students who are interested in learning more about environmental programs in the regulatory compliance setting.

We would like to know about your interests in the environmental field so that we can attempt to match you to the best positions available. We cannot, however, guarantee that selected candidates will be matched with their first choice. Please note that approximately two-thirds of the available positions are located in the Springfield area. Please also note regional office positions expose students to air, land and water program operations over the course of the internship.

The program does not provide housing. Many students working at headquarters that do not have accommodations in Springfield have made short term dormitory arrangements at the University of Illinois at Springfield (217-206-6190).

If you would like to learn more about specific positions, please contact Barb Lieberoff at 217-524-3038 for further details.

3a. Field of Interest

Please rank on a scale of 1 to 3 (with 1 being the highest) your top three choices of interest in program areas with the Illinois EPA. **NOTE: Choices listed in bold are available in the Springfield (Agency Headquarters) only.** (Do not mark more than three [3] choices.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Air Pollution Control | <input type="checkbox"/> Land Pollution Control | <input type="checkbox"/> Water Pollution Control |
| <input type="checkbox"/> Laboratories | <input type="checkbox"/> Public Water Supply | <input type="checkbox"/> Field Inspections/Sampling |
| <input type="checkbox"/> Legal Counsel | <input type="checkbox"/> Land Remediation | <input type="checkbox"/> Outreach/Communications |
| <input type="checkbox"/> Environmental Education | | |

3b. Office Locations (choose only one)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Springfield (Agency Headquarters) | <input type="checkbox"/> Des Plaines |
| <input type="checkbox"/> Rockford | <input type="checkbox"/> Peoria |
| <input type="checkbox"/> Champaign | <input type="checkbox"/> Collinsville |
| <input type="checkbox"/> Marion | |

If we are unable to place you in your selected Regional Office, would you consider a position at:
Another Regional Office? In the Springfield Office?

☐ Yes ☐ No

☐ Yes ☐ No

If so, which one? _____



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

SECTION 4 (EEO Certification—Optional)

The State of Illinois is an equal opportunity employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Check ONE box and, if applicable, check the appropriate Disability box.

FEMALE

MALE

☐☐

White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐☐

Black or African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa.

☐☐

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

☐☐

Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐☐

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

☐☐

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Are you an individual with a disability? Yes ☐

No ☐

SECTION 5 (Essay)

In 350 words or less, on a separate piece of paper, please answer the following essay question:

What do you see as the greatest challenge currently facing state environmental regulators and what new approaches and solutions do you think are needed to address that challenge? (Up to two challenges and solutions may be addressed in the essay.)



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

MAIL YOUR COMPLETED APPLICATION PACKET & TRANSCRIPTS TO:

Governor's Environmental Corps
Attn: Director's Office #1
Illinois Environmental Protection Agency
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276

For more information call 217-524-3038 and leave a voice message.

**APPLICATION PACKETS AND TRANSCRIPTS (UNOFFICIAL ARE ACCEPTABLE)
MUST BE POSTMARKED BY MARCH 6, 2015.**

**REFERENCE FORM MUST BE MAILED SEPARATELY
AND MUST ALSO BE POSTMARKED BY MARCH 6, 2015.**

- ✓ Have you sent your reference form to the appropriate contact for prompt completion and followed up on its return? Your application will not be deemed complete until your completed reference form is received.
- ✓ Applicants will be screened based on the details in the application and answer to the essay question. Selected candidates from the screening process will be contacted by e-mail and/or phone after the close of the application period (March 6, 2015) to schedule an interview date and time, provide directions to the interview location and answer any other questions you may have in preparation for the interview. Face-to-face interviews will be scheduled in late March and/or early April, once the screening process is complete.



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

REFERENCE FORM

Name of applicant _____

Instructions for student: This evaluation form must be completed by a teacher/instructor, school counselor, principal or dean who is not related to you and must be mailed separately from the application.

Instructions for the evaluation: Please circle the most appropriate rating for each criteria and complete both pages of the form.

1. **Appearance:** Creates a favorable impression through acceptable attire, grooming, and personal hygiene.

Excellent Good Fair Poor Very Poor

2. **Learning Ability:** Demonstrates an ability to understand and absorb new information quickly.

Excellent Good Fair Poor Very Poor

3. **Motivation:** Exhibits energy and a desire to achieve. Has goals and works toward successful completion of them.

Excellent Good Fair Poor Very Poor

4. **Responsibility:** Is dependable and trustworthy. Meets obligations and can be "counted on."

Excellent Good Fair Poor Very Poor

5. **Friendliness and Ability to Work with Others:** Is liked and respected by others. Establishes cohesive, effective and collaborative relationships with others. Cooperates with those in authority.

Excellent Good Fair Poor Very Poor

6. **Resourcefulness/Initiative:** Action-oriented and results-oriented. Actively seeks out opportunities and makes contributions rather than doing enough just to "get by."

Excellent Good Fair Poor Very Poor

7. **Excellence Standards:** Strives for and consistently achieves quality results.

Excellent Good Fair Poor Very Poor



Governor's Environmental Corps

Illinois Environmental Protection Agency

APPLICATION FORM (continued)

REFERENCE FORM (continued)

8. **Track Record:** Completes assignments in a timely and thorough manner.

Excellent

Good

Fair

Poor

Very Poor

9. **Well-rounded Individual:** Achieves sufficient balance among school, work, family and other social activities. Does not easily "stress out."

Excellent

Good

Fair

Poor

Very Poor

10. I recommend this applicant for the Governor's Environmental Corps.

☐ Yes

☐ No

11. Any additional comments you could provide about this student would be appreciated.

Signature _____

Date _____

Title _____

Name of College/University _____

MAIL TO:

Governor's Environmental Corps
Attn: Director's Office #1
Illinois Environmental Protection Agency
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P.O. Box 19276
Springfield, Illinois 62794-9276

REFERENCE FORMS MUST BE POSTMARKED BY MARCH 6, 2015.